
Irasema Moreno

- 4865 Raritan St. - Denver, CO 80221- (303)-601-0169 – imoreno@chomtr.com -

A strong-minded individual with educational preparation and self-motivation with experience in customer service and professional studies.

Experience

CHOM Trucking Inc

2017- Present, Office Manager, Operations Manager Assistant

- Office Operations, Human Resources, Accounting (AR/AP, Invoicing), Bookkeeping, Job Safety Enforcement, Transportation Estimating, Payroll
- Certifications, Safety and Compliance enforcement
- Manage a fleet of 15+ trucks
- Manage drivers, Driver Qualification Files, Training Drivers
- Subcontractor Files
- Manage office support staff, training support staff
- Implementation of efficient operations while retaining quality standards
- Determine client requirements and resolve issues for reliable trucking solutions, along with complimentary services to support specific project needs

2011-Present

- Office Operations, Invoicing and Bookkeeping

Franklin D Azar & Associates

July 2017-January 2018, Legal Assistant

- Managed over 200 client cases
- Developed time management and prioritizing skills in a fast-paced work environment

Lakewood City Attorney's Office, Internship

Spring 2017

445 South Allison Parkway Lakewood, CO 80226

Lakewood Municipal Court: Court Marshal Division, Internship

Fall 2016

445 South Allison Parkway Lakewood, CO 80226

Education

Metropolitan State University of Denver, Denver, CO

Bachelor of Science in Criminal Justice and Criminology, Minor in Psychology, Cum Laude

Dates of Attendance: Fall 2015-Spring 2017

Graduation Date: May 2017

Achievements:

Alpha Phi Sigma, Criminal Justice Honor Society

Member since 2016

VAT Training Certification

November 2015

Denver Scholarship Foundation Scholar

2015-2017

Community College of Denver, Denver, CO

Associate of Arts – Criminal Justice Designation

Dates of Attendance: Fall 2011-Summer 2015

Graduation Date: August 2015

Achievements:

Phi Theta Kappa Honor Society

Member since 2014

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CEC Middle College of Denver Denver, CO

Dates of Attendance: Fall 2010-Spring 2014

Graduation Date: May 2015

High School Diploma – Concurrent Enrollment with Community College of Denver

Achievements:

National Honor Society

Member since 2011

Skills

Public Speaking Skills
Group Communication Skills
Interpersonal Skills
Strong Collaborator
Leadership
Teamwork
Time Management
Critical Thinking Skills
Scheduling and Prioritizing

Computer Skills
Microsoft Office Word
Microsoft Office PowerPoint
Microsoft Office Excel
Quicken
QuickBooks
LCP Tracker/B2G
Inventory Control
Reporting Skills

Bilingual

English/Spanish: Proficient in both written and oral language skills

References

Omar Moreno
Trucking Operations Manager
Iron Woman Construction and Environmental
Services LLC
5680 Emerson St, Denver, CO 80216
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Alejandra Marquez
Paralegal
Franklin D Azar & Associates
(720) 288-7197
alemarquezj@gmail.com

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Why do you want to be on the HHC Board of Directors?

Becoming a board member of HCC means becoming an even greater voice for small businesses and the community. I have been attending HCC events and contractor academy classes since I became a part of CHOM and have always taken so much out of every event. HCC thrives to connect people, build relationships and be a voice for a diverse community in many aspects of business; something I have become passionate about. Change and progression starts with a group of people with different perspectives. I believe that an organization becomes stronger when it introduces our future leaders and innovators, the young community. I want to influence and become part of that change.